**Tips from practitioners**

These tips were generated by practitioners at the end of their final Portfolio Development Group Sessions

**Tips for future practitioners**

1. Don’t underestimate what it involves, even if you are an experienced practitioner. The first commentary will take time- there’s lots of things to learn that will speed up the process for commentaries 2 &3
2. You will get lots out of it but it will be hard work

Remind yourself as you go along that getting on the register will open up opportunities and doing your portfolio will be useful preparation for getting your next job

1. Use all of the support on offer including the commentary writing days. Attend all the PDG’s they really help you stay motivated and connected to your peers and help you make progress

Don’t beat yourself up if you don’t progress as quickly as you expected

1. Be honest about your gaps and put a plan in place early on to fill these
2. Be organised
   * Keep all your evidence, guidance and notes in one place (use a big folder and mirror this electronically)
   * Don’t underestimate the need to organise and structure your work
   * Set yourself realistic deadlines and stick to them
   * Use the matrix to map the indicators and keep this up to date
   * Put your name on everything you write- this will help in claiming indicators
3. Start collecting evidence as early as possible. Save emails, reports etc and dig out all of your certificates

Don’t get hung up on finding a particular piece of evidence, there will be an alternative way of addressing the indicator

1. Make sure you have the support of your line manager and keep them in the loop.
2. Allocate time
   * Negotiate dedicated time if you can
   * Be realistic about doing quite a bit in your own time
   * Do something little and often to maintain momentum